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MINUTES  
DD/S STAFF MEETING  
3 October 1972

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2. Special Assistant for Information Control - [REDACTED]

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a. Mr. Coffey, in introducing [REDACTED] noted that Mr. Colby in naming [REDACTED] his Special Assistant for Information Control also charged [REDACTED] as the Agency Records Management Officer, Agency Archivist, Chairman of the Agency Records Management Board and to perform other duties in information control as the Executive Director-Comptroller may prescribe.

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25X1A

b. [REDACTED] said that about 50 percent of his time has been spent in his unanticipated role as the Agency focal point for actions regarding EO 11652. There were early requests for release of classified information from the New York Times and the Associated Press. Their requests have been rejected in all cases. The Director does not want to release any now classified information. The Director wants "to hold the line," said [REDACTED] said that he has been asked to find the rationale to support "holding the line." The rationale developed has gone beyond "protecting intelligence sources and methods." The rationale worked out stresses "maintaining the Agency credibility to attract new intelligence sources."

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25X1A

c. [REDACTED] said that, "The New York Times would be putting out a Sunday supplement article naming CIA, State and DoD as 'bad guys' regarding the release of information under EO 11652."

d. The AP has sent an appeal to the Agency Classification Review Committee. The appeal was denied. The AP is now going to appeal to the Inter-Agency Classification Review Committee (ICRC).

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-2-

25X1A

e. [REDACTED] asked, "Have the Times and AP requests been broad or narrow in scope?" [REDACTED] said requests have ranged from wanting everything we have on the Bay of Pigs to a January 1961 NIE on Laos. The requests have tended to be broad in scope to start with -- then they become more refined and narrow in scope as the requests are not filled.

25X1A

f. [REDACTED] reported some of the Chairman of the Inter-Agency Classification Review Committee's comments. The NSC staff is pushing for the release of more information. [REDACTED] described the NSC staff as taking the "traditional historian's approach." The White House staff has been levying more and more requirements like standardizing certain forms for security agencies. Generally, the White House staff is requiring more reporting from us.

25X1A

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[REDACTED]

h. [REDACTED] said there has already been a considerable reduction in the numbers of documents being classified in the Agency (e.g., a quarter of a million fewer forms are now classified).

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25X1A

i. Aside from actions related to EO 11652, [REDACTED] has been giving considerable time and attention to Agency records management -- with the accent being on "management." [REDACTED] noted that Mr. Colby is quite serious about records management, and this means more than mere records disposition. We are making headway at the [REDACTED] Records Center via the use of microform technology. There has been a tendency to increase records storage at Headquarters due to space limitations at [REDACTED]. This has the effect of driving out people from the Headquarters building to other office building space.

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25X1A

j. The Agency is receiving one-half billion pieces of paper/year. We are about keeping even through records destruction. [REDACTED] is reconquering some space. By saving fractions of a cent on each piece of paper (that does not have to be stored), the Agency has a "potential gold mine." [REDACTED] cited, "changing one step in the ACT I procedure can save the Agency \$50,000 per year." [REDACTED] urged those present to encourage their Records Management Officers to look at Office records problems with imaginative eyes with a

25X1A

25X1A

goal to save dollars through better records management. [REDACTED] said that the British expect their Records Management Officers(RMO) to save their employers twice their salary each year; GSA recommends that US Government RMO's should save the Government five times their salary each year; and some management associations recommend that RMO's should save their companies ten times their salaries each year. Mr. [REDACTED] said that, "Agency Records Management Officers generally do not even save the Agency their own salaries through imaginative records management ideas each year. "

k. [REDACTED] said that he is developing a "basic system of records management for the Agency. " Each Directorate can build on this basic system to suit its own needs.

1. [REDACTED] asked about how [REDACTED] would be fostering his relationship with Agency Records Management Officers. [REDACTED] said he is giving thought to sending a periodic newsletter to the Agency RMO's and possibly holding one-two hour sessions with RMO's in the Auditorium whenever problems arise.

m. Mr. Coffey asked about progress in the archival program. Mr. [REDACTED] said that he has identified a person from CRS who will staff out the problem. This person will be spending time at the [REDACTED] Records Center and about six months at the National Archives. Upon his return, he will begin to formulate a proposal for solutions to our archival problem. [REDACTED] also said that we should redefine what we mean by "vital records. " Maybe "vital records" do not belong at [REDACTED] noted that OBGI has submitted about one-half of all the records we store as "vital records. "

3. [REDACTED] briefed the attendees on the current situation in Laos.

4. Mr. Coffey announced that effective 30 October 1972, Mr. Robert [REDACTED] will be Chief, Plans Staff.

5. Mr. Coffey announced the names of Support Directorate personnel selected for attendance at Senior Officer Schools during the 1973-74 sessions by the Training Selection Board. Those selected include:

Advanced Management Program

September 1973

Armed Forces Staff College

February 1973

National War College

Program for Management Development

February 1973

Alternate

September 1973

Alternate

The nominations for the Air War College, Armed Forces Staff College (August 1973 session) and Naval War College will be reviewed again by the Training Selection Board to reduce these to the one nominee suggested by the Director.

25X1A

6. Around the Table.

a. [REDACTED] said that he would be participating in a seminar with Mr. Colby and members of the current Presidential Executive Interchange program.

25X1A

b. [REDACTED] said that Mr. Colby would be meeting, in one of his weekly sessions, with a group of Agency secretaries.

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-5-

c. Mr. Osborn said that five or six suspicious letters have been sent to key Agency officials lately. We have X-rayed them. Nothing harmful has been found to date.

25X1A

d. Dr. Tietjen noted some shifts in medical officer personnel in Southeast Asia. [REDACTED] from PSS has been detailed to the Department of the Navy's Navy Center for Prisoner of War Studies at San Diego, California for one year at the Navy's request.

25X1A

25X1A

e. [REDACTED] said that [REDACTED] would be asking Mr. Coffey for the names of 3-5 people from the Support Directorate to attend the upcoming [REDACTED] seminar on international economics to be held in the Auditorium on 18 October 1972. Six Agency people are set for the next running of the EARS with a couple of more possible. [REDACTED] Deputy Chief of Staff to the [REDACTED]

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25X1A

f. [REDACTED] said the [REDACTED] are in town for conferences. They are going to be brought to the Ames building. [REDACTED] said that NE and WH should again be made aware (in light of [REDACTED]) that the [REDACTED] The Divisions [REDACTED]

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cc: Each attendee